

An Equal Opportunity / Affirmative Action Employer
PROFESSIONAL EMPLOYMENT OPPORTUNITY

DATE OF POSTING: **May 29, 2020**

POSITION: **Anticipated Opening**
Troy Smart Scholars Parent Coordinator

EFFECTIVE DATE: September 1, 2020 – June 30, 2021

The Troy Smart Scholars Parent Coordinator will collaborate with the Smart Scholars Director, Faculty, Student Support and College & Community Liaisons to provide ongoing and individual support to enrolled Smart Scholar students and their families throughout the duration of the program.

Candidates should have:

- Experience in working with high school students, families and adults (professors, teachers, school leadership and college faculty)
- The ability to develop interpersonal relationships, combined with strong organizational skills.

RESPONSIBILITIES:

- Conduct parent outreach as it pertains to the college and career model and goals, which includes scheduling parent conferences when students are identified as “academic risk”, and/or have been recommended for formal withdrawal from a college course.
- Participate in weekly meetings with the Smart Scholars Director, Student Support Liaison and Faculty
- Participation in Steering Committee Meetings
- Assisting in the coordination of the annual Smart Scholars Summer Orientation and Induction.
- Suggest ongoing workshops and supports for parents
- Maintain regular parent contact by phone

MINIMUM QUALIFICATIONS:

- Bachelor’s Degree;
- 4 Years relevant experience;
- Strong communications skills – written and verbal

PREFERRED QUALIFICATIONS:

- Master’s degree in Social Work;
- 2-3 years working in an Urban setting;
- Experience working in Higher Education

SALARY: \$1,500 stipend

CLOSING DATE: **June 1, 2020**

Please e-mail a letter of interest (*including the posting #*) and a list of four (4) references to:

humanresources@troycsd.org

In accordance with SAVE Legislation fingerprint supported criminal background check required for selected applicant.

The Troy City School District does not discriminate on the basis of age, race, color, national origin, sex, disability or marital status in employment or any of the educational programs and activities that it offers or operates. We seek and encourage an ethnically and culturally diverse pool of candidates to seek employment with the District when job openings occur.